



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 22, 2003

To: All Department Heads

From: Michael J. Henry *Michael J. Henry*
Director of Personnel

Subject: **THE PUBLIC SECTOR MANAGEMENT BACHELOR'S DEGREE PROGRAM**

We are happy to announce that California State University Northridge (CSUN) will be offering a new program in the North County area entitled, The Public Sector Management Bachelor's Degree Program (PSM). The County of Los Angeles has worked with CSUN to make this program accessible to County employees who work and live in this area. It is specifically geared toward mid-career professionals employed in the public sector who have not yet achieved their undergraduate degree. We invite you to share this information with your employees who may benefit from attending.

The PSM program offers an accelerated completion of a Bachelor of Arts degree in a "cohort" model that is specifically customized to the needs of the public sector. CSUN will begin the program in the Spring of 2004. Classes are scheduled to be held at two Los Angeles County facilities in Lancaster: the North County Fire Training Facility, 42110 Sixth Street West, Room 66, and in the Assembly Room of the Lancaster Sheriff's Station, 501 W. Lancaster Boulevard.

Employees who have completed 60 semester units of undergraduate coursework with a Grade Point Average (GPA) of 2.0 or above and are General Education certified from a California community college or have met CSUN's lower division General Education requirements are eligible to apply for this program. Applicants who are close to meeting these requirements are also encouraged to apply. CSUN will offer informational sessions at the North County Fire Training Facility (near the new courthouse), Room 66 on Wednesday, January 21, 2004, Thursday, January 22, 2004, or Tuesday, February 17, 2004, at either 5:30 p.m. or 7:00 p.m.

Enclosed is a brochure that provides additional information about the PSM program. More detailed information is available at CSUN's website, <http://www.csun.edu/exl/program/psm/index.htm>. We encourage you to share information on this program with your employees, especially those living in or near the Antelope Valley. If you have questions regarding this program, please contact Patricia Lyon at CSUN at (818) 677-7763.

MJH:TJH
LT:TB

Enclosure

PSM can help you to:

- Prepare yourself for career advancement
- Complete your B.A. in just over two years
- Complete each three-unit course in seven weeks or less
- Learn critical skills in areas such as communication, management, policy analysis and implementation, and administration
- Analyze case studies relevant to your day-to-day work
- Take classes customized to issues relevant to your community
- Network with fellow students who are on a similar career path
- Learn from highly qualified instructors
- Learn skills applicable to any career path
- Take classes at times and locations convenient to you
- Complete a degree that directly prepares you for further education, e.g., earning a Master's of Public Administration, a law degree, or other advanced degrees

HOW TO CONTACT US

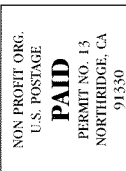
To find out the locations, dates and times of our informational meetings near you, contact the Public Sector Management office:

E-mail: paul.krivonos@csun.edu

Phone: (818) 677-7763

Fax: (818) 677-6407

Web: <http://www.csun.edu/exl/program/psm/index.htm>



Public Sector Management • College of Extended Learning

18111 Nordhoff Street, Northridge, California 91330-8402

California State University
Northridge



California State University
Northridge

PUBLIC SECTOR MANAGEMENT

Bachelor's Degree Program



**The Ideal Baccalaureate
Degree Program
for Working Adults**

California State University, Northridge
College of Extended Learning

Public Sector Management: A Dynamic Profession

The problems that managers in the public—or private—sector confront on a daily basis require creative problem solving and a broad range of skills and knowledge. Among the many competencies required for success in this or any field are:

- Effective oral and written communication in the workplace
- Critical thinking
- Problem solving and decision making
- Team building
- Management and staff development
- Leadership
- Responsible budget and fiscal management
- Effective policy analysis

Public sector managers must also be able to reflect in a broad perspective on the concerns of people who live and work in the community, bringing knowledge from many fields to deal with important issues. These are skills valuable in any career.



California State University, Northridge's Public Sector Management Program (PSM)

Now more than ever before, interdepartmental cooperation is crucial for managing problems no longer contained solely within the borders of a local jurisdiction

or organization. In addition, public and private sector professionals today must know how to cope with a wide range of new and exciting challenges, including the ability to:

- Design innovative programs with limited resources
- Evaluate and adapt programs and policies to produce concrete and measurable results
- Achieve key service goals in a cost-effective manner
- Manage programs and staff efficiently and productively

PSM was designed to meet these needs. This interdisciplinary program was created collaboratively, drawing upon the public administration and policy strengths of the Department of Political Science; the capability to develop effective interaction skills of the Department of Communication Studies; and the organizational expertise of the Department of Management.

Today's work environment requires successful leaders to be able to examine issues from many angles and, with other professionals, craft practical, conceptually sound solutions. PSM, with its interdisciplinary focus and blending of theory and practice, prepares its graduates to successfully accomplish just that—in the public sector or any other field.



PROGRAM FEATURES

Integrated Approach

- Courses are presented in predetermined sequence
- Succeeding courses build upon earlier course subject matter
- Program leads to enhanced depth of understanding and breadth of focus
- Courses facilitate application of newly acquired skills to real-life work circumstances

Student-Centered Program

- Faculty members are committed to guiding and mentoring students, helping with career planning, and assisting them to complete their degrees
- Program provides a high level of student support and on-going attention to students' needs
- Students move through the program as a unit in a cohort, providing mutual support for one another, both academically and professionally

Convenience

- Program is designed to fit the schedules of busy working adults
- Classes are held off campus at sites and times convenient to students
- Most classes meet once weekly in the evening; about one-third of the classes are conducted over the course of two close, non-consecutive weekends

Am I eligible for admission to the program?

You are eligible if:

- You have passed 60 semester units, transferable to the CSU system, with a GPA of 2.0 or above; and
- You are General Education certified from a California community college or have met CSUN's lower division General Education requirements

Applicants who are close to meeting these requirements may still be eligible for enrollment. Contact the PSM director to find out about your eligibility.